



DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER
1942 GAFFNEY STREET, SUITE 100
PEARL HARBOR, HAWAII 96860-4549

IN REPLY REFER TO:

4200
Ser 200A/0082
14 February 2000

From: Commanding Officer, Fleet and Industrial Supply Center, Pearl Harbor
To: (See Distribution)

Subj: SUBMISSION OF ACTIVITY RECURRING REQUIREMENTS AND
REQUISITIONS CITING EXPIRING FY 2000 FUNDS

Ref: (a) NAVSUPINST 4200.84C

- Encl: (1) Justification for Urgent Acquisitions less than \$100,000
(2) Justification for Sole Source Acquisitions less than \$100,000
(3) Justification for Urgent or Sole Source Acquisitions \$100,000 or More
(4) Regional Contracting Department Organizational Chart w/names plus list of e-mail addresses and telephone numbers

1. As provided for in reference (a) and to provide you the most efficient and responsive acquisition service possible, we request that you adhere to the following submission deadlines for requirements and requisitions citing expiring Fiscal Year (FY) 00 funds. The dates identified below, for the dollar thresholds indicated, have been established to ensure that through our joint planning and cooperation your acquisition needs will be satisfied. The Processing Time Goal (PTG) for each dollar threshold category is provided below for your planning purposes:

ACTION/DOLLAR THRESHOLD	CUT-OFF DATE	PTG
Up to \$2,500 (Only for those requirements not eligible for purchase with the Government Purchase Card – See NAVSUP INST 4200.94 of 29 June 99)	8 Sep 00 (All activities)	13 Days or by 30 Sep 00
\$2,500 to \$25,000	8 Sep 00 (All activities)	13 Days or by 30 Sep 00
\$25,000 to \$100,000	15 Aug 00 (All activities)	45 Days

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ACTION/DOLLAR THRESHOLD	CUT-OFF DATE	PTG
Exercise of Contract Options	5 Jul 00 (All activities)	By 15 Sep 00
New/Recurring Rqmts \$100,000 to \$1,000,000	25 Apr 00 (All activities)	150 Days
New/Recurring Rqmts \$1,000,000 and over (Open Market)	15 Feb 00 (All activities)	150 – 260 Days
GSA/UNICOR (All \$ values)	08 Sep 00 (All activities)	13 Days or by 30 Sep 00
Maintenance Renewals (up to \$100,000)	14 Jul 00 (All activities)	By 27 Sep 00
Delivery Orders (other than GSA)	15 Aug 00 (All activities)	By 27 Sep 00
Pager Renewal Requisition	15 Aug 00 (All activities)	By 29 Sep 00
<p align="center">FOR ALL REQUIREMENTS</p> <p align="center"><i>-Request the Statement of Work/Specifications plus funding document be submitted via e-mail</i></p> <p align="center"><i>-Request e-mail address of POC and all others who will need a copy of the award document.</i></p>		

2. If your requirement for supplies or services is urgent or can be acquired from one (1) responsible source (SOLE SOURCE), you must comply with and submit either enclosure (1) or enclosure (2) in its entirety for procurements up to \$100,000. For urgent or sole source requirements that are anticipated to exceed \$100,000, you must comply with and submit enclosure (3) in its entirety. If you have any questions regarding these procedures, please contact one of the individuals identified in paragraph 5 below.

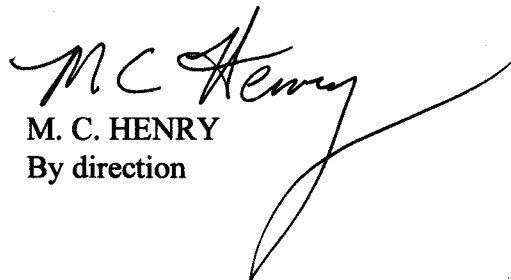
Subj: SUBMISSION OF ACTIVITY RECURRING REQUIREMENTS AND
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3. If at any time during the acquisition process it becomes apparent that your FY 00 expiring funds may be at risk, we will notify you and review all potential options to meet your requirement.

4. To further ensure that your requirements and expectations are met, we strongly encourage you to discuss them with our acquisition personnel at the earliest opportunity. This is of particular importance for all requirements that are anticipated to exceed \$25,000 because these requirements must be publicized in the Commerce Business Daily for at least 15 days before any award action can be pursued. Our acquisition specialists will work with you to provide advise and assist you to ensure that your requirements are processed in the most efficient and expeditious manner possible. Please remember, you do not need to have your approved funding document in your possession to discuss the acquisition or your procurement options with us.

5. For additional information please contact one of the following individuals or a member of your activity support team who are identified in enclosure (4):

Mr. Ron Dellinger, Code 201	473-7566 (Any Issues/Guidance)
Ms. Laureen Okuhara, Code 201C	474-4100 (\$2500 → \$25K)
Mr. Joseph Saunders, Code 201A	473-7509 (\$25K → Unlimited)
Mr. Bob Kay, Code 203	473-7585 (Any Issues/Guidance)
Mr. Dave Clemens, Code 203A	473-7562 (\$25K → Unlimited)
Ms. Sandy Agbayani, Code 203C	473-7541 (\$2500 → \$25K)


M. C. HENRY
By direction

Distribution:
See attached listing

JUSTIFICATION FOR URGENCY
(SIMPLIFIED ACQUISITIONS LESS THAN \$100,000.00)
Ref: NAVSUP 4200.85C Chapter 4 Paragraph 5(b)(2)

The service or material listed on requisition number _____ is urgent and advertising requirements are precluded for reasons indicated below. If the service/material is not received by the Required Delivery Date (RDD), specific damages to the Navy will result.

1. Suggested Source(s) (complete with addresses, phone and fax numbers):

(1) _____

(2) _____

(3) _____

In the spaces above, provide the names of all known suppliers of the required product, preferably a minimum of three manufacturers. (Although the purchasing office maintains a list of sources, it is best to provide sources you know meet your requirements so that valuable time is not wasted in soliciting and evaluating offers from companies who can't meet your needs. **Attach a copy of all market research conducted on potential offerors.**

2. Brief descriptive narrative of service or material required:

3. Required Delivery Date(RDD):

4. Describe the resulting damages if the above required delivery date is not met. Explain why the service/material is needed and what will happen if it's not received by the RDD. (As necessary, describe the impact on overhaul/availability schedules, impact to base support, personnel safety issues, potential environmental damages, etc.) The impact should be expressed as the daily cost (labor, material, etc.) to the government for each day of delay beyond the RDD.

5. Lack of prior planning does not support urgency. Please provide a time-line beginning on the date the need was first identified and ending on the date the requisition was submitted to the Purchase Branch. Why is the claimed "urgency" not the result of a lack of advanced planning?

6. Only our **minimum current** requirements can be purchased under conditions of urgency. What is the minimum quantity that must be obtained by the RDD? Why can't *some* of the total required quantity be procured under urgency while procuring the remaining items/services through the normal procurement process?

I CERTIFY THAT STATEMENTS CHECKED ABOVE ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROCESSING THIS URGENCY STATEMENT COULD PRECLUDE THE FULL ADVERTISEMENT OF THIS PROCUREMENT.

Signature _____ Title _____
Date _____
Contracting Officer Signature _____
Date _____

SAP Urgency
FISCPH 4200/181 (1-00)

JUSTIFICATION FOR SOLE SOURCE
(Simplified Acquisitions Under \$100K)
(Ref: NAVSUP 4200.85C Chapter 4 Paragraph 5(c))

The service or material listed on requisition number _____ is sole source and competition is precluded for reasons indicated below. There are no substitutes available for this material.

Restricted to the following source. Provide original manufacturer's name. (If a sole source manufacturer distributes via dealers, ALSO provide dealer information.)

Manufacturer: _____
Manufacturer POC & Phone _____
Mfr. Address _____
Manufacturers Dealer/Rep _____
Dealer/Rep Address/Phone Number _____

____ Description of the item or service required, the estimated cost, and required delivery date.

____ Specific characteristics of the material or service that limit the availability to a sole source (unique features, function of the item, etc.). Describe in detail why only this suggested source can furnish the requirements to the exclusion of other sources.

____ The requested material or service represents the minimum requirements of the Government

CHECK & FILL IN ALL APPLICABLE BLANKS BELOW

____ The material/service must be compatible in all aspects (form, fit and function) with existing systems presently installed. Describe the equipment you have **now** and **how** the new item/service must coordinate, connect, or interface with the existing system. (What items or components do we have now and exactly **what** must connect with the new items?)

____ A patent, copyright, or proprietary data limits competition. The proprietary data is:

____ These are "direct replacements" parts/components for existing equipment.

____ Other information to support a sole-source buy:

I CERTIFY THAT STATEMENTS CHECKED, AND INFORMATION PROVIDED ABOVE, ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THE PROCESSING OF THIS SOLE-SOURCE JUSTIFICATION PRECLUDES THE USE OF FULL AND OPEN COMPETITION.

Signature _____
Activity _____ Title _____
Date _____

Contracting Officer Signature _____

Date _____

SAP Sole Source
FISCPs 4200/180 (1-00)

**SOLE-SOURCE/URGENCY JUSTIFICATION FOR ACQUISITION EXPECTED
TO EXCEED \$100,000.00**

COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF THE RESPONSE IS "NOT APPLICABLE".

1. REQUIRING ACTIVITY.

2. DESCRIPTION OF CONTRACT ACTION.

- a. State if procurement is:
- (1) Urgent Competitive (not sole source)
 - (2) Non-Urgent Sole Source
 - (3) Urgent Sole Source

Note: Dealer competition (different dealers offering the product of the *same manufacturer*) is sole source.

- b. For urgent, non-sole source requirements, provide the name, address, and phone/fax numbers of all known providers of the required product, preferably a minimum of three manufacturers. (Although the contracting office maintains a list of sources, it is best to provide sources you know can provide what is needed so that valuable time is not wasted in soliciting and evaluating offers from companies who cannot meet your needs.)
- c. For sole source requests, provide the contractor name, point of contact, address and phone/fax numbers. If a sole source manufacturer distributes via dealers, provide dealer information here.

- 3. DESCRIPTION OF SUPPLIES/SERVICES, ESTIMATED DOLLAR VALUE AND DELIVERY REQUIREMENTS.** Give a short description of the item or service required, the estimated cost, and required delivery date. (Sole source and urgency information is not needed here).

4. EXPLANATION OF URGENT AND/OR SOLE SOURCE CIRCUMSTANCES.

Keep in mind:

- Lack of planning does not support urgency.
- Expiring funds/late release of funds does not support urgency
- Only the government's immediate minimum quantity requirement can be purchased under urgency.

a. For Urgent Non-Sole Source Requirements:

- (1) Provide a time line from when the need was identified. If a late identified item, explain why.
- (2) Identify manufacturing lead time.
- (3) Explain why the item is needed and what will happen if it's not received by the Required Delivery Date (RDD). Describe impact on overhaul/availability schedules, impact to base support, personnel safety issues, potential environmental damages, etc., and include the dollar value associated with late delivery.

b. For Non-Urgent Sole Source Requirements:

- (1) Explain the unique features/function of the item and why only one manufacturer can provide it. Discuss why a similar product from another manufacturer will not work.
- (2) If the item can only be obtained from the OEM (Original Equipment Manufacturer), discuss the proprietary (i.e. owned by the company, not for public release) design/drawing/specification requirements. Include a statement from the OEM that the proprietary information will not be released to the government.
- (3) If there is a higher order requirement mandating a particular manufacturer (i.e. NAVSEA drawing or IRPOD), cite the requirement and who approved or required its usage.
- (4) For component repair or replacement parts, explain any compatibility requirements, including a description of the existing equipment and the interface requirements.

c. For Urgent Sole Source Requirements:

- (1) Provide both the Urgency and Sole Source information requested above.

[illegible]

5. **MARKET SURVEY.** A market survey is simply finding out which companies can provide what you're looking for, whether by searching for sources over the internet, reviewing product literature, or contacting sources over the phone.

- a. Describe any market survey conducted. Include companies contacted and the information they provided that confirmed the urgent/sole source requirement.
- b. If sole source is based on proprietary data, a statement to that effect is all that is required in response to this block.

6. **ADDITIONAL FACTS.** This applies primarily to sole source requirements, but any additional information supporting urgency not previously addressed elsewhere in the document can be included in this section.

- a. State the cost to the government to develop competitive specifications for the proprietary item. Include estimated labor categories and estimated labor hours spent in reverse engineering and time spent in generating and approving the drawings and/or specifications.
- b. If it is impossible for the government to develop competition specifications, state that and indicate why.

7. **FUTURE COMPETITION.** Provide information on the steps you are taking to insure that the next time you need the item, it will not be an urgent or sole source procurement.

8. **INFORMATION TECHNOLOGY (IT) APPROVALS.** This only applies to procurements for IT equipment (i.e. computers, printers, modems, etc.) The contract specialist will assist in identifying the documentation requirements.

9. **DOCUMENTATION OF REVIEW OF SPECIFICATIONS FOR SPARE AND REPAIR PARTS.** If the procurement is for spare or repair parts, include a statement that the specifications have been reviewed and meet the minimum functional requirements of the government.

I CERTIFY THAT THE FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE WHICH ARE INCLUDED IN THE JUSTIFICATION ARE COMPLETE AND ACCURATE.

Technical Cognizance (Requestor)

Name and Title

Code

Phone

Date

Signature

Requirements Cognizance (Supervisor)

Name and Title

Code

Phone

Date

Signature

I CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ACTIVITY COMPETITION ADVOCATE (May also be delegate for activity Commanding Officer unless the Competition Advocate is also the approval authority under FAR 6.304.).

Name and Title

Code

Phone

Date

Signature

CERTIFY THAT THIS JUSTIFICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ACTIVITY COMMANDING OFFICER OR DELEGATE (Activity Commanding Officer must sign for requirements estimated at \$1 million or greater.)

Name and Title

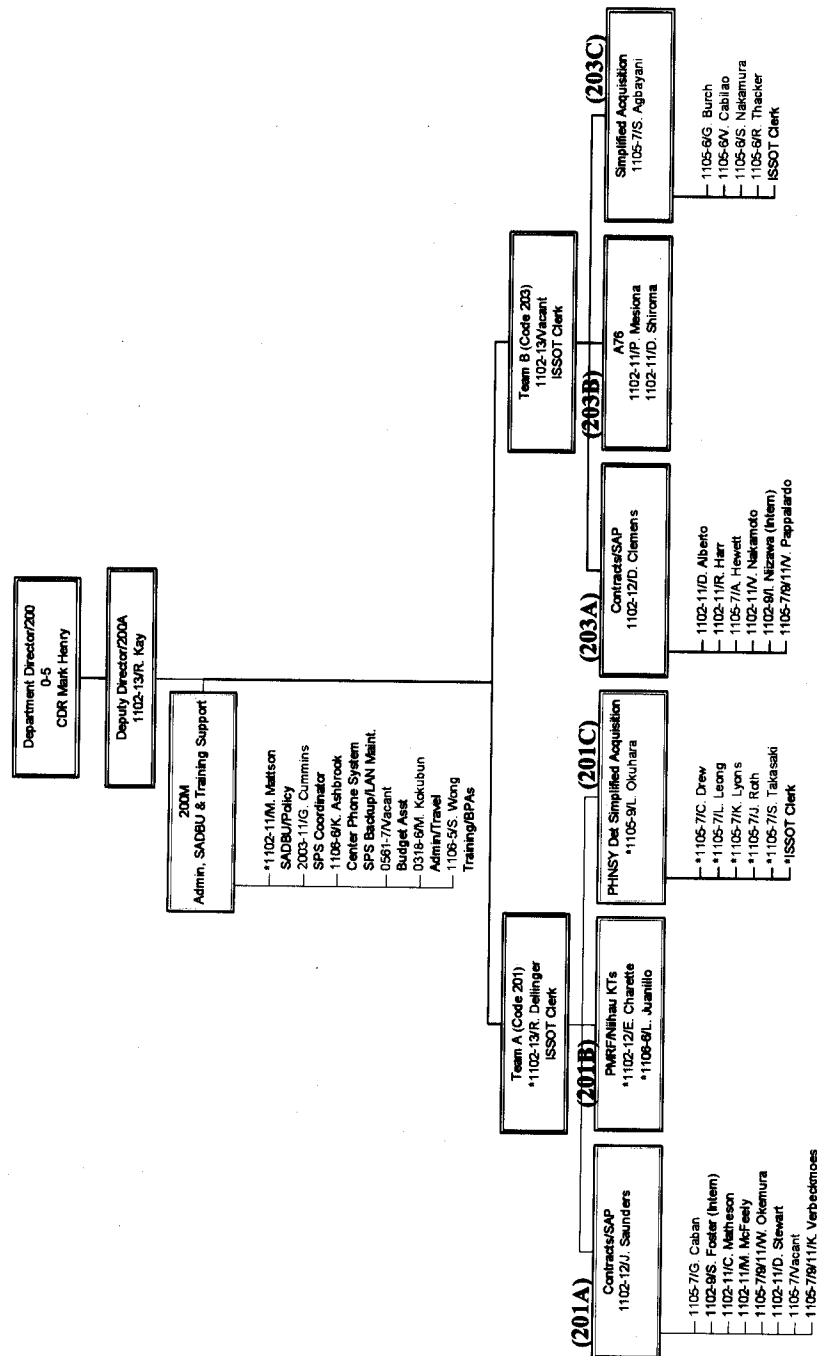
Code

Phone

Date

Signature

**Last Updated
on 01/24/00**



Large Cost Center
SAP Cost Center

TEAM 203 CUSTOMERS

FISC
Food Recycling
Japan
Kaneoh
LPG
NAS BP
NAVMAGLL
NISMF

NUWES
 PACDIV
 PWC
 RIMPAC
 SUBPAC
 SUPSHIP
 USCINCPAC
 Vessels (

Vessels (FLT Support)

Code_200_Personnel

Code 200 & 200M					
First Name	MI	Last Name	Code	Phone	E-mail
MARK	C	HENRY, CDR, SC, USN	200	473-7551	mark_c_henry@pearl.fisc.navy.mil
ROBERT (BOB)	S	KAY	200A	473-7585	robert_s_kay@pearl.fisc.navy.mil
MICHELE	A	KOKUBUN	200S	473-7555	michele_a_kokubun@pearl.fisc.navy.mil
KATHLEEN	R	ASHBROOK	200M.KA	473-7575	kathleen_r_ashbrook@pearl.fisc.navy.mil
PAMELA (PHIL)	A	CARPENTER	200M.AC	473-7506	aileen_s_chinna@pearl.fisc.navy.mil
GILBERT (GIL)	B	CUMMINS	200M.GC	473-7557	gilbert_b_cummins@pearl.fisc.navy.mil
MARTHA	L	MACIAS-ALEXANDER	200M.MA	473-7552	martha_l_maciasalexander@pearl.fisc.navy.mil
MARGUERITE	K	MATTSON	200M.MM	473-7501	marguerite_k_mattson@pearl.fisc.navy.mil
STELLA	W	WONG	200M.SW	473-7588	stella_w_wong@pearl.fisc.navy.mil
Code 201					
First Name	MI	Last Name	Code	Phone	E-mail
RONALD	R	DELLINGER	201	473-7566	ronald_dellinger@pearl.fisc.navy.mil
Code 201A					
First Name	MI	Last Name	Code	Phone	E-mail
JOSEPH	S	SAUNDERS	201A	473-7509	joseph_saunders@pearl.fisc.navy.mil
RODNEY	D	BLEVINS	200T	473-7540	rodney_d_blevins@pearl.fisc.navy.mil
GAIL	A	CABAN	201A.GC	473-7528	gail_a_caban@pearl.fisc.navy.mil
SANDRA	E	FOSTER	201A.SF	473-7508	sandra_foster@pearl.fisc.navy.mil
CHARLENE	V	MATHESON	201A.CM	473-7516	charlene_v_matheson@pearl.fisc.navy.mil
MARY	K	MCFEELY	201A.MM	473-7538	mary_k_mcfely@pearl.fisc.navy.mil
WANDA	L	OKEMURA	201A.WO	473-7543	wanda_l_okemura@pearl.fisc.navy.mil
DARRELL (STU)	G	STEWART	201A.DS	473-7536	darrell_g_stewart@pearl.fisc.navy.mil
KATHLEEN	M	VERBECKMOES	201A.KV	473-7514	kathleen_m_verbeckmoes@pearl.fisc.navy.mil
Code 201B					
First Name	MI	Last Name	Code	Phone	E-mail
EDWARD	A	CHARETTE	201B	473-7505	edward_a_charette@pearl.fisc.navy.mil
EDELISA (LISA)	L	JUANILLO	201B.LJ	473-7576	edelisa_juanillo@pearl.fisc.navy.mil
Code 201C					
First Name	MI	Last Name	Code	Phone	E-mail
LAUREEN	L	OKUHARA	201C.LO	474-4100	laureen_l_okuhara@pearl.fisc.navy.mil
CAROLYN	J	DREW	201C.CD	471-1083	carolyn_j_drew@pearl.fisc.navy.mil
LAMBERT	C	LEONG	201C.LL	471-1077	lambert_c_leong@pearl.fisc.navy.mil
KATHY	L	LYONS	201C.KL	471-1029	kathy_l_lyons@pearl.fisc.navy.mil
LYDIA	L	RINALDI	201C.LR	471-1068	lydia_rinaldi@pearl.fisc.navy.mil
JULIE	A	ROTH	201C.JR	471-1076	julie_a_roth@pearl.fisc.navy.mil
STEVEN		TAKASAKI	201C.ST	471-1078	steven_takasaki@pearl.fisc.navy.mil
Code 203A					
First Name	MI	Last Name	Code	Phone	E-mail
DAVID	W	CLEMENS	203A	473-7562	david_w_clemens@pearl.fisc.navy.mil
DEBORAH	A	ALBERTO	203A.DA	473-7535	deborah_a_alberto@pearl.fisc.navy.mil
RICHARD	J	HARR	203A.RH	473-7564	richard_j_harr@pearl.fisc.navy.mil
ALICIA	L	HEWETT	203A.AH	473-7546	alicia_l_hewett@pearl.fisc.navy.mil
VIKI	T	NAKAMOTO	203A.VN	473-7532	viki_t_nakamoto@pearl.fisc.navy.mil
IRIS	Y	NIIZAWA	203A.IN	473-7565	iris_niizawa@pearl.fisc.navy.mil
VANESSA	K	PAPPALARDO	203A.VP	473-7579	vanessa_k_pappalardo@pearl.fisc.navy.mil
Code 203B					
First Name	MI	Last Name	Code	Phone	E-mail
PAULETTE	D	MESIONA	203B.PM	473-7539	paulette_d_mesiona@pearl.fisc.navy.mil
DEBRA	H	SHIROMA	203B.DS	473-7580	debra_h_shiroma@pearl.fisc.navy.mil
Code 203C					
First Name	MI	Last Name	Code	Phone	E-mail
SANDRA	L	AGBAYANI	203C.SA	473-7541	sandra_l_agbayani@pearl.fisc.navy.mil
CANDICE	D	BALAJADIA	203C.CB	473-7558	candice_d_balajadia@pearl.fisc.navy.mil
GERALD (MIKE)	M	BURCH	203C.MB	473-7504	gerald_m_burch@pearl.fisc.navy.mil
VIRGINIA (VIRGIE)	B	CABILAO	203C.VC	473-7577	virginia_cabilao@pearl.fisc.navy.mil
SALLY	M	NAKAMURA	203C.SN	473-7531	sally_m_nakamura@pearl.fisc.navy.mil
RICHARD	A	THACKER	203C.RT	473-7581	richard_a_thacker@pearl.fisc.navy.mil